



**Town of Arlington, Massachusetts**  
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## **ITAC Meeting Minutes 12/19/2013**

### **ITAC Meeting Minutes**

**Thursday, 12/19/13 6:00pm**

Location : Town Hall Annex 2nd floor Conference Room

#### **Attendance:**

David Good, Chair  
Kevin Koch  
Paul Bayer  
Joan Roman

1. Town Website presentation by Joan Roman.  
Joan discussed the following points regarding website :
  - a. document migration about 13,000 pages.
  - b. roll out could be February
  - c. Roles and permission training
  - d. CMS being tested/exercise
  - e. migrate 10% of Agendas and Minutes
  - f. Mike Bouton is a super user
  - g..Eileen is doing the e-mail Alerts
2. Strategic Plan Update  
send updated strategic plan and feedback to full committee
- 3 . CTO updates:
  - a. Town Network assessment is completed and copy sent to committee.
  - b. Online Payment Project Update- awaiting vendor reply
  - c. "Bill Printing and Mailing RFP-conversion in progress.
  - c. Town Network Assessment Completed
  - d. Ottoson IPAD Pilot - carts have been delivered and machines have been configured.
  - e. VOIP Inventory in progress.
4. Electronic Voting Update
  - a. Eric Helmuth postponed until 01/17/2014.
6. Public Participation - none
7. Next meeting Scheduled for January 17,2014
8. Meeting adjourned